



For each parameter monitored during the reporting period, (either as a requirement of the permit or for own information) summarize the data as required in the permit and complete the form as follows:

1. Parameter column - list parameter name.
2. Enter minimum, average and maximum values for quantity and/or concentration under appropriate column headings.
  - a. If frequency is once per month or less, enter the one value under average and leave minimum and maximum blank.
  - b. lb/day (pounds per day) equals flow (in million gallons per day) times concentration (in mg/l) times 8.34.  
Example:  $2.5 \text{ MGD} \times 30 \text{ mg/l BOD} \times 8.34 = 625.5 \text{ lb BOD/day}$
  - c. MGD equals gallons per minute times 1440.
3. Enter units as appropriate.

MGD - million gallons per day  
lb/day - pounds per day  
mg/l - milligrams per liter  
SU - standard units for pH  
°F - degrees fahrenheit  
kg/day - kilograms/day =  $\frac{\text{lb/day}}{2.2}$   
(other units may be used as necessary)
4. Specify the number of samples that exceeded the maximum (and/or minimum, as appropriate) in the columns "NO. EX." If none, enter "0". If there are any violations, send a letter of explanation.
5. Specify frequency of analysis as number of analyses/number days (3/7 is three analyses per every 7 days, 1/7 is weekly, 1/30 is once a month, 30/30 is daily, 1/90 is quarterly & 1/180 is semiannually) If continuous, enter "CONT"
6. Specify sample type ("grab" or "     hr. composite")  
If frequency was continuous enter "NA."

Indicate person or laboratory performing analytical work under Remarks.

Print name and title of person responsible for monitoring and reporting and sign and date the form.